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The Post-Soviet Archives

*Organization, Access, and
Declassification*

Theodore Karasik

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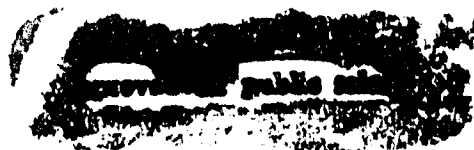
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Organization, Access, and Declassification

Theodore Karasik

*Prepared for the
Under Secretary of Defense for Policy*

National Defense Research Institute

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PREFACE

This monograph describes the structures, access, and declassification procedures for Soviet-era civil and military archives located in Moscow. Although there are numerous holdings within former Soviet territory housing materials dated between 1917 and 1991, only those associated with the top leadership bodies (the Communist Party of the Soviet Union (CPSU) Politburo, Secretariat, and Central Committee); the diplomatic, security, and intelligence services (the NKVD, KGB, and GRU); and the former Soviet military are examined in this paper. The author gathered most of the information for this document through interviews with Russian archive officials during a visit to Moscow between May 23 and May 31, 1992. The information cutoff date is October 1992.

This monograph is a part of the ongoing RAND project on World War II, the early Cold War, and Korean War POW-MIA issues. Research for this paper was sponsored by the Under Secretary of Defense for Policy and undertaken within the International Security and Defense Strategy Program of RAND's National Defense Research Institute, a federally funded research and development center sponsored by the Office of the Secretary of Defense and the Joint Staff. The monograph is expected to be of interest to officials and specialists seeking information on the organization of the post-Soviet archives.

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SUMMARY

INTRODUCTION

The post-Soviet archives examined in this monograph are organized into six separate groups, each of which is discussed below:

- Russian state archival system
- Russian foreign ministry archives
- Russian Presidential Archive
- Committee for State Security (KGB) archives
- Chief Intelligence Directorate (GRU) archive
- Commonwealth of Independent States (CIS) military archives

RUSSIAN STATE ARCHIVAL SYSTEM

The Russian state archive is managed by the Russian government's Committee on Archival Affairs (*Roskomarkhiv*). Rudolf Germanovich Pikhov, a historian of prerevolutionary Russia from Russian President Boris Yeltsin's home base of Yekaterinburg (formerly Sverdlovsk), is *Roskomarkhiv's* chairman. Pikhov has been instrumental in allowing Western access to the unclassified portions of the archives under his jurisdiction, having negotiated a March 1992 contract signed between the Hoover Institution on War, Peace, and Revolution and the Russian Committee on Archival Affairs. However, this contract only accounts for about 25 percent of the total files. The remaining 75 percent are still classified; thus, most materials have not been released to researchers. Pikhov has hedged on allowing declassification of the remaining files until legislation on state secrets is passed by the Russian parliament, which may occur in late 1992 or early 1993.

Roskomarkhiv manages three Communist Party archive holdings. First, the Center for the Preservation of Contemporary Documents

houses CPSU Central Committee materials dating from October 1952 through August 1991, as well as some earlier holdings transferred from the KGB because of their sensitivity or usefulness to party and state officials during the Soviet period. According to reports and interviews, the materials are divided into three archive holdings: the Archives of Leading Cadres, the Current Archives of the CPSU, and the Archives of Leading Organs. These records contain files on the internal workings of the CPSU and its ties to other communist parties throughout the world, papers of the Central Committee Secretariat, and documents from the Central Committee departments. Second, the Russian Center of Conservation and Study of Records for Modern History includes three major holdings: the Social History of Europe Department, the Department of Documents of the Political History of Russia, and the Department of International Labor and Communist Organizations and Movements. Many materials, however, have references to special dossiers (*Osobais Papka*) that indicate they were transferred to the post-1952 archives, apparently for security reasons. Third, the Kremlin Archive is the least known of the former Soviet archives containing CPSU holdings. Much information on this record group is secondhand, since access is restricted to a few individuals. Located at two different sites within and near the Kremlin, the Kremlin Archive is also known as the Presidential Archive. It was under the direct control of former USSR President Mikhail Gorbachev until his retirement in December 1991. Three sections are known: the Special Files, records from the General Department under the Office of the USSR President, and Stalin's personal papers.

Finally, *Rosarkhiv* also supervises the recently formed Russian State Archives. Created in May 1992, this holding contains materials related to Russian governmental organs from the early 19th century to the present. Specific materials include

documents of the Russian Federation, including the RSFSR¹ Supreme Soviet, RSFSR Council of Ministers, and possibly the KGB organs found in RSFSR *oblasts* (provinces), *krais* (an administrative division based on geography or ethnic group), and *raions* (counties). Files on the GULAG prison system might be stored here as well.

FOREIGN MINISTRY ARCHIVES

The Department of History and Records of the Russian Foreign Ministry supervises two archives: the Russian Foreign Policy Archive and the Imperial Russian Foreign Policy Archive. The Russian Foreign Policy Archive contains Soviet foreign policy materials from 1917 to 1991 and Russian records from 1992 to the present. This collection is small compared to other holdings. The archive, which contains information from the Foreign Ministry, embassies, and the United Nations, is divided into two main sections, the Central File and the Cable File. The Imperial Russian Foreign Policy Archive includes materials from 1547 to 1917, although some materials go beyond 1917, because Russian embassies continued to operate after the revolution. These holdings are becoming increasingly important in relation to current political issues, such as boundary disputes involving Alaska and the Kurile Islands and relations with countries of the Middle East, specifically with respect to Jewish emigration.

RUSSIAN PRESIDENTIAL ARCHIVE

The Russian Presidential Archive, created in December 1991 following the abolishment of the Soviet Union, is stored in the Kremlin. This holding comprises the records of the Russian presidential apparatus in addition to files concerning Yeltsin's career as a Communist Party official and as Russian president. According to Russian archive officials, the Russian Presidential Archive was created to separate Yeltsin's files from the rest of

¹RSFSR stood for the Russian Socialist Federative Soviet Republic until 1992. The RSFSR is now referred to as "Russia" or "Russian Federation."

the Party apparatus holdings under the jurisdiction of *Roskomarkhiv*.

KGB ARCHIVES

The archives of the KGB, which consist of three holdings—the KGB Central Archive, the First Chief Directorate Archive, and the Department 15 Archive—encompass a rather large network of all-union, republican, and regional files. Pikhola is attempting to place these files under *Roskomarkhiv* but has had limited success. The successors to the KGB—the Ministry of Security and the Foreign Intelligence Service—refuse to release materials. Russian President Boris Yeltsin is unable to force the intelligence agencies to open their archives because of intransigence among the archive directors. There appears to be no central state organ or legislation to supervise the KGB archives.

The KGB Central Archive, spanning from 1917 to the present, is organized chronologically by the former security organs of the Soviet state—VChKP (Cheka, 1917-1922), GPU (State Political Administration, 1922-1923), OGPU (Unified State Political Administration, 1923-1934), NKVD (People's Commissariat of Internal Affairs, 1934-1946), MGB (Ministry of State Security, 1946-1953), and the KGB (Committee for State Security, 1953-1991). These are subdivided by main directorates and departments.

Other KGB archives exist separately from the KGB Central Archive and lie outside of its control. The archives of the First Chief Directorate were always kept separate from the KGB Central Archives. The files of this directorate have been transferred to the Foreign Intelligence Agency, which is directed by Evgenii Primakov. It is not known exactly how they are organized.

Finally, the KGB's Department 15 has a special set of archives. This holding encompasses materials related to KGB responsibility for state security and control in emergency situations, such as nuclear war. The location of this archive is unknown.

GRU ARCHIVE

The GRU archive is similar in structure to the KGB Central Archives. The GRU holdings consist of materials from six directorates responsible for various geographical areas. Each directorate kept notes on different aspects of intelligence-gathering operations, such as reconnaissance, electronic intelligence, information gathering, personnel records, correspondence, reporters, special operations, and money transfers. These were kept in chronological order and are completely separate from the Russian Committee on Archival Affairs. The lack of subject indexes for these records presents a considerable research obstacle.

CIS MILITARY ARCHIVES

The CIS military archives are managed by the Historical-Archival Department of the General Staff. This department acts in the same capacity as the Russian State Committee on Archival Affairs under the Russian government but is separate from it. The department responsible for handling inquiries to use the holdings of the military archives is the Central Archive of the Ministry of Defense and the Central Naval Archive of the Ministry of Defense. The Central Archive of the Ministry of Defense contains files on the Soviet military from 1939 to the present, including CIS materials, while the Central Naval Archive of the Ministry of Defense contains post-1939 naval records. Several other military archives exist, including the Central State Archives of the Soviet Army and Military Medical Museum.

CONCLUSION

The post-Soviet archives present substantial problems for the Western scholar and analyst:

- Declassification will remain a key obstacle to any quick access to records in the post-Soviet archives found under the supervision of the Russian Committee on Archival Affairs. Little movement can be expected on

declassification from the defense and former KGB lobbies, since they seek to protect their interests. The Russian government has accommodated these groups by placing further limits on access to materials from the Soviet period.

- Roskomarkhiv only supervises the archives under its jurisdiction—yet the Russian Foreign Ministry archives, the Russian State Archives, the KGB archives, the GRU archives, and the CIS military archives remain autonomous. Even Yeltsin himself cannot order the release of documents outside of Roskomarkhiv, which complicates how the Russian government will handle archival affairs in the future.
- Throughout the former Soviet archival system, managers and archivists complain bitterly about the lack of funds and manpower needed to peel away years of secrecy. One manager stated that, based on current funding levels, it will take a decade before any materials can be released. Other managers claim that disaster is imminent in the archives, as documents decay or are used as political weapons to embarrass the Soviet regime.

To correct their fiscal troubles, many archives have turned to Western funding sources. Roskomarkhiv officials are prepared to consult and collaborate with Westerners. Opportunities for Western work in the post-Soviet archives are attractive for historians and policy analysts alike. But Westerners should be aware that the archives lack in-depth indexing systems.

U.S. archivists and other specialists could be of great assistance in preserving and broadening access to the post-Soviet archives. These professionals could recommend which holdings should have the highest priority for preservation and could develop reference tools to help locate files. Overall, an unprecedented opportunity awaits for archivists and analysts to

help solve many of the mysteries surrounding Soviet decisionmaking since 1917.

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Several Russian archive managers should be acknowledged: Vladimir Tarasov, chief of the International Department at the Russian Committee on Archival Affairs; Sergei Mironenko, chief of Russian State Archives; Kiril Anderson, director of the Russian Center of Conservation and Study of Records for Modern History; Oleg Naumov, deputy director of the Russian Center of Conservation and Study of Records for Modern History; Igor Lebedev, director of the Department of History and Records of the Russian Foreign Ministry; Vladimir Sokolov, deputy director of the Russian Foreign Policy Archives; Igor Budnik, chief of the Imperial Russian Foreign Policy Archives; and General Anatolii Kharkov, deputy director of the Institute of Military History.

Any errors, of course, are the responsibility of the author.

ABBREVIATIONS

CIS	Commonwealth of Independent States
CPCD	Center for the Preservation of Contemporary Documents (<i>Tsentr Khraneniia Sovremennoi Dokumentatsii [TsKhSD]</i>)
CPSU	Communist Party of the Soviet Union
GPU	State Political Administration
GRU	Chief Intelligence Directorate (<i>Glavnoye Razvedyvatelnoye Upravlenie</i>)
GULAG	Chief Administration of Corrective Labor Camps (<i>Glavnoe Upravlenie Ispravitelno Trudovykh Lagerei</i>)
IRFPA	Imperial Russian Foreign Policy Archive
KGB	Committee for State Security (<i>Komitet Gosudarstvennoi Bezopasnosti</i>)
MGB	Ministry of State Security
NKVD	People's Commissariat of Internal Affairs
OGPU	Unified State Political Administration
RCCSRMH	Russian Center of Conservation and Study of Records for Modern History (<i>Rossiiski Tsentr Khraneniia I scheniia Dokumentov Noveishei Istorii [RTsKhIDNI]</i>)
RFFPA	Russian Foreign Policy Archive
RSA	Russian State Archive
RSFSR	Russian Socialist Federative Soviet Republic (until 1992; currently referred to as Russia or the Russian Federation)
VChkP	Cheka

1. INTRODUCTION

Before the August 1991 Moscow coup attempt, one characteristic of the Soviet Union's archival system was its highly centralized nature. Documents of the Soviet period were housed in central storage facilities and were not available for research. With the emergence of former Soviet President Mikhail Gorbachev's *glasnost*, many researchers, both Russian and Westerners alike, hoped that access to Soviet archives would become easier. However, little information trickled out from the archives, because officials deemed the records politically sensitive.

On August 19, 1991, the conditions affecting access to the archives changed dramatically. Elements within the central political structures of the KGB, the Soviet military, the USSR Cabinet of Ministers, and the Supreme Soviet launched a coup to oust President Mikhail Gorbachev and reverse the course of reform within the Soviet Union. The failed coup attempt led to the collapse of the Kremlin's authority. Democratic reformers, who recognized the political potential of exposing the crimes and errors of the Soviet system, quickly seized a majority of the archives on Russian territory. Some materials are being used as political weapons against Yeltsin's opponents-most notably Gorbachev and former Politburo member Aleksandr Yakovlev.

This paper discusses the emerging post-Soviet archive system. Background information on various archival systems is provided to assist the reader in understanding the current archival organizational changes. This work also explores the requirements researchers must fulfill to gain access to holdings found on Russian territory. The paper concludes with an assessment of the declassification procedures, access problems, and the status of current and future Western initiatives to microfilm the holdings. Finally, the appendices supply archive addresses and phone numbers, as well as documentation for access.

Section 2 of this paper provides background information on the Russian government's supervision of the archives found on Russian territory. Sections 3, 4, 5, 6, and 7 examine the organization of the Communist Party, foreign ministry, Russian state, KGB, GRU, and CIS military archives. The final section discusses the problems of declassification and access procedures.

2. RUSSIAN GOVERNMENT SUPERVISION OF THE ARCHIVES

Following the failure of the August 1991 coup, Russian President Boris Yeltsin moved quickly to seize control of the archives of the Communist Party of the Soviet Union (CPSU); the entire Soviet state apparatus, including the ministries; and the KGB. On August 24, 1991, the Russian leader decreed that the archives of the CPSU and the KGB would be placed under the authority of the Russian Committee for Archival Affairs (*Roskomarkhiv*). In late 1991, as the all-union Soviet government collapsed, *Roskomarkhiv* took full control of the Soviet archival system from its predecessor, the USSR State Committee on Archives (*Glavarkhiv*).

BACKGROUND

Western analysts should recognize that archival reform was an important political topic before the Soviet collapse. On the all-union level, the archives became the subject of debate among various circles that wanted to use the holdings for political purposes. By the end of 1990, *Glavarkhiv*, headed by a Communist Party conservative, Fedor Vaganov, refused to submit a plan to the Russian parliament that would open up the Soviet archives to both Russian and Western researchers. But the Moscow State Historico-Archival Institute, under the direction of prominent Russian democrat Yuri Afanaseyev, wanted *Glavarkhiv* to relax its access standards.

Archival affairs on the republican level came under the influence of centrifugal forces. As early as 1989-1990, almost all of the republics were drafting their own national laws on archives and declaring their independence from *Glavarkhiv*, including Russia. In Moscow, for instance, *Roskomarkhiv* was formed from the Russian Federation *Glavarkhiv*. Moreover, in the Baltic republics, the archives became a source of political struggle. Nationalists attempted to seize the KGB archive of

Lithuania, to expose intelligence agents who spied on inhabitants.¹

By 1991, the Russian Federation attempted to seize the archives within its territory. Rudolf Germanovich Pikhov, a historian of prerevolutionary Russia from Yeltsin's home base of Yekaterinaburg (formerly Sverdlovsk), was appointed chairman of Roskomarkhiv. Under his leadership, reform-minded archivists who shared the goal of exposing the CPSU's and KGB's acts against Soviet citizens transferred from Glavarkhiv to Pikhov's Roskomarkhiv. Simultaneously, Pikhov, with Yeltsin's help, moved ahead to take over all archives found within Russia, including the Communist Party archives. Pikhov and Yeltsin supported a well-orchestrated campaign in the media to remove secrecy rules from the Communist Party archives. Following Yeltsin's decree banning the Communist Party in workplaces in Russia in July 1991, many articles appeared calling for the removal of "unneeded documents" from Communist Party storage facilities as a pressure tactic to open the archives.²

RUSSIAN COMMITTEE FOR ARCHIVAL AFFAIRS

Developments accelerated following the failed August coup. Yeltsin, in a dramatic act, issued decrees on August 24, 1991, calling for the seizure of all Communist Party and KGB archives on Russian territory and their transfer to Roskomarkhiv. Pikhov was able to take over these archives with some success; yet, complete control over the KGB archives has eluded him. Currently, Roskomarkhiv is located in the building that formerly housed the CPSU Central Committee in Moscow. From this location, Roskomarkhiv supervises the entire Russian state archival system (see Figure 1).

Following the 1991 August coup attempt, Roskomarkhiv officials took over local Party archives throughout the Russian

¹Sovetskaya Litva, October 10, 1989. By March 1990, most files had been destroyed or transported to Moscow. See Radio Vilnius, March 3, 1990, in FBIS-SOV, March 5, 1990.

²Komsomolskaya Pravda, June 4, 1991.

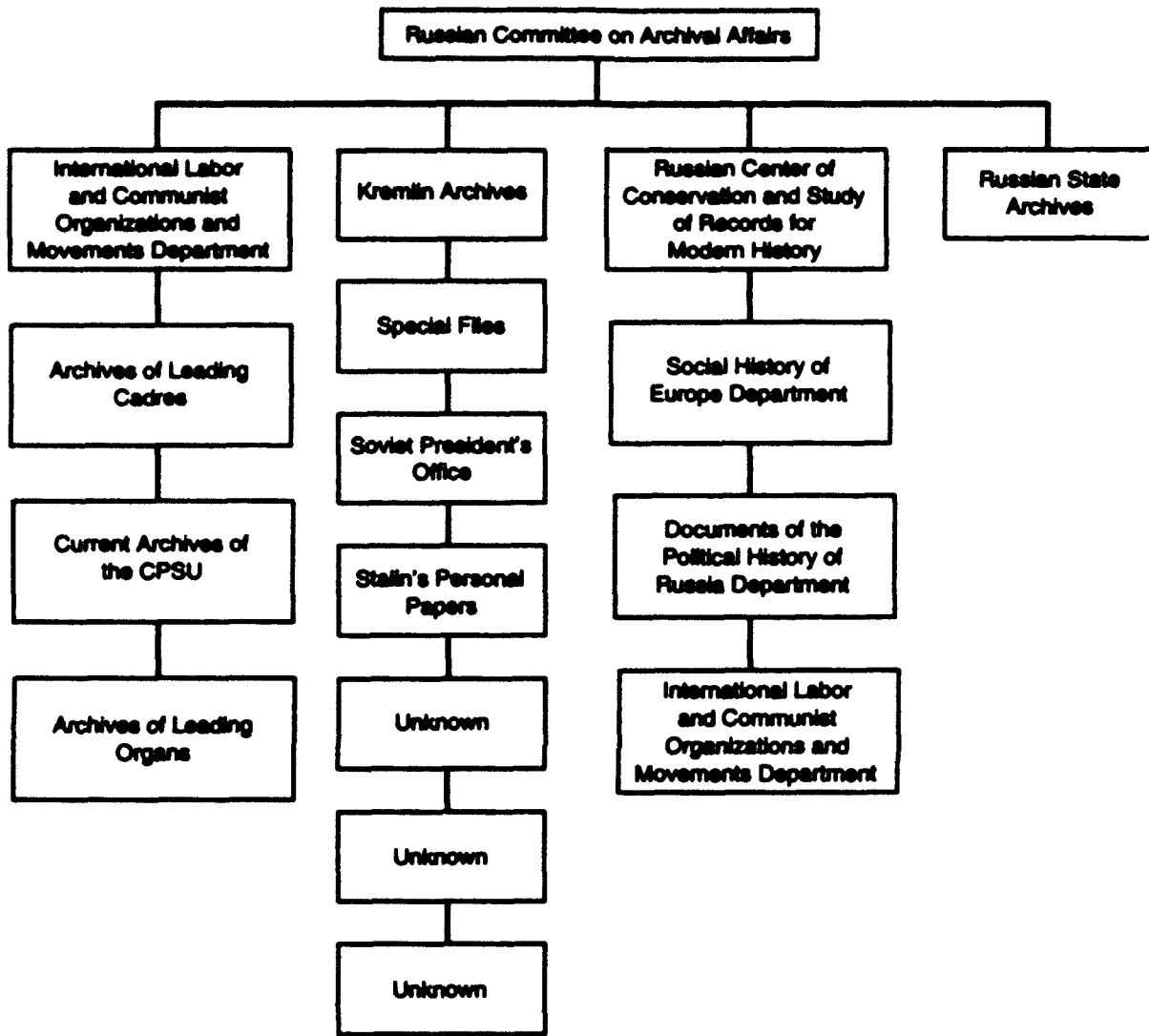


Figure 1—Russian State Archival System

Federation. As of May 1992, 47 centers had been organized to store these holdings. For instance, local Party archives in Moscow are kept in the Moscow Consolidated Municipal Archives (*Moskovskoe Gorodskoi Obedinenie Arkhivov*). In St. Petersburg, all archives from the Leningrad Party apparatus for both the city and oblast-level are housed at the Smolnyi Institute.

Roskomarkhiv, however, does not have complete control over all archives on Russian soil. The Russian Ministry of Security (the successor to part of the KGB) and the CIS defense organs are outside of *Roskomarkhiv* jurisdiction. On the local level, political divisions based on geography played a major role in how archives were created. For example, KGB archives found within oblasts, raions, and krajs, in addition to military archives within military okrugs or districts, are subject to regional officials and not *Roskomarkhiv*.

The Russian Committee on Archival Affairs under the Russian government manages three Communist Party archives: the Center for the Preservation of Contemporary Documents, which houses CPSU Central Committee archives dating from October 1952 through August 1991; the Russian Center of Conservation and Study of Records for Modern History, which contains materials before 1952; and the Kremlin Archive. The Russian Committee on Archival Affairs also supervises the recently formed Russian State Archives, which stores materials related to Russian governmental organs from the early 19th century to the present.

Roskomarkhiv has four deputy chairmen responsible for various activities, although it is unclear what their specific duties are. Anatolii Stefanovich Prokopenko, Vladimir Alekseevich Tiuneev, Valerii Ivanovich Abramov, and Vladimir Petrovich Kozlov, under Pikhov's direction, have administrative duties over the archives. Three of the deputy chairman—Prokopenko, Tiuneev, and Kozlov—are trained archivists. Abramov, who worked in the Russian government, serves as a liaison between *Roskomarkhiv* and the Russian government. Under the four deputy chairmen are 15 departments. The International Department, headed by Vladimir

Tarasov, reports directly to Pikhov and coordinates contacts between Roskomarkhiv and the West. There are other departments, such as the Preservation and Conservation Department, which chemically treats documents to prevent decay; the Archive Policy Department, which is responsible for making policy decisions on the 20 archives housed in and around Moscow;³ the Work with Institutions Department, which maintains contact with other archives throughout Moscow; the Technical Matters Department, which acts as a property manager for the archives, making sure that storage facilities and equipment are well maintained; and a Finance Department, which distributes funds throughout the Russian state archival system.

Roskomarkhiv officials have faced a dramatic loss of funding since the Soviet collapse. The Russian parliament only approved 25 percent of their budget for 1992. Consequently, budgets for the archives found under the Russian state archival system have suffered. Staff members are demoralized but hopeful that they can pursue lucrative contracts with Westerners to preserve the holdings from the Soviet period.

³These archives include those of the former Soviet ministries, the Communist Party, and the former USSR Academy of Sciences.

3. SOVIET LEADERSHIP ARCHIVES: CPSU AND PRESIDENTIAL RECORDS AND STORAGE

Since August 1991, when *Roskomarkhiv* took over the CPSU and presidential archives, the Russian government has created two major centers to house collections of CPSU documents: the Center for the Preservation of Contemporary Documents and the Russian Center of Conservation and Study of Records for Modern History. All collections are in former Party buildings.¹

CENTER FOR THE PRESERVATION OF CONTEMPORARY DOCUMENTS

The Center for the Preservation of Contemporary Documents (CPCD) (*Tsentr khraneniia sovremennoi dokumentatsii [TsKhSD]*) is located at the *Roskomarkhiv* site and contains 30 million files, the largest collection in the Russian state archival system. The center's director, Rem Andreevich Usikov, worked in the Central Committee General Department for much of his career. His appointment was significant. He is very familiar with the CPSU files, because the CPSU Central Department in which he worked monitored the flow of paper throughout the CPSU apparatus. The CPCD offers researchers a reading room equipped with a high-tech audiovisual system. No microfilm machines are used, because the materials are original documents.² Photocopies can only be made with the assistance of an archival assistant.

The CPCD houses CPSU Central Committee archives dating from October 1952 through August 1991, as well as some earlier materials transferred from other holdings because of their sensitivity or usefulness to party and state officials during the Soviet period. The materials are divided into three record groups: the Archives of Leading Cadres, located in a "nearby

¹All archives visited in May 1992 in Moscow had elaborate security. Metal detectors, escorts, and several armed guards were not unusual.

²A photograph of the CPCD files can be found in *Glasnost*, February 27, 1992, p. 5.

building," containing the files of former party officials; the Current Archives of the CPSU; and the Archives of Leading Organs.³ The CPCD contains files on the internal workings of the CPSU and its ties to other Communist parties throughout the world, papers of the Central Committee Secretariat, and documents from the Central Committee departments. Files are indexed by institution and by subject. Materials released thus far illuminate Soviet decisionmaking on the Cuban Missile Crisis (1962) and the Soviet interventions in Hungary (1956) and Czechoslovakia (1968). However, unidentified individuals destroyed holdings related to the Soviet occupation of Afghanistan (1979-1989) to protect, presumably, individuals who still hold important positions in the Russian government.⁴

The CPCD declassification system is a serious problem; 70 to 95 percent of the holdings remain classified at the secret or top-secret level, particularly those dealing with international affairs. Ninety-five percent of the International Department files, especially those from 1960 to 1991, remain classified. CPCD managers claim that some records can be declassified, but this has not been attempted because there is no review system. In most cases, archivists rather than managers make the final decision on whether a document is declassified. Archive managers have declassified innocuous holdings of the CPSU's domestic activities. The holdings of the CPSU Organizational-Party Work Department, Ideology Department, Science and Culture Department, and Agriculture Department are now open to researchers.⁵

Materials that have been declassified thus far include the following:

³Interview with Sergei Mironenko, Chief of Russian State Archives, Moscow, Russia, May 27, 1992.

⁴See, for example, James G. Hershberg, "Soviet Archives: The Opening Door," in *Cold War International History Project*, Woodrow Wilson International Center for Scholars, Washington, D.C., Spring 1992, p. 15.

⁵Mironenko interview, May 27, 1992.

- Protocols from the Secretariat from October 1952 to February 1981
- Documents marked *Osobaia Papka* (special files transferred from other holdings) from October 1952 to October 1961
- Documents from the CPSU Central Committee International Department, Cadres Abroad Department, Administrative Affairs Department, Medium and General Machine Building Departments, and Defense Industry Department between October 1952 and October 1961
- Documents marked secret, but not top secret, from the General Department; International Department; International Information Department; Cadres Abroad Department; Economic Department; Metallurgy Department; Light, Medium, and Heavy Machine Building Departments; Chemical Industry Department; Defense Industry Department; Transportation Department; Trade and Finance Department; Administrative Affairs; and Administrative Organs Department from October 1961 to October 1981.

Materials marked top secret are still unavailable to researchers. In addition, information from the Gorbachev era still cannot be accessed.

RUSSIAN CENTER OF CONSERVATION AND STUDY OF RECORDS FOR MODERN HISTORY

The Russian Center of Conservation and Study of Records for Modern History (RCCSRMH) (*Rossiiski Tsentr Khraneniia Iizucheniiia Dokumentov Noveishei Istorii (RTsKhIDNI)*) is stored in the building of the former Central Party Archive of the Institute for Marxism-Leninism. The director, Kiril Anderson, is a historian. Oleg Naumov and Yuri Amiantov are Anderson's deputy directors. Before the collapse of the CPSU in 1991, the Central Party Archive was treated as a branch of the CPSU Central Committee Ideology Department. The RCCSRMH contains about 1.5 million files. A dozen or so microfilm machines are available, although electrical

shortages hamper their use. Photocopies can only be made with the aid of an archival assistant.

The Center's contents are organized into three major holdings. The Social History of Europe Department contains materials in Russian, French, and German related to the development of socialism in Europe in the 19th century. The Department of Documents of the Political History of Russia includes the records of the CPSU Central Committee and its leadership from the Bolshevik Revolution to the 19th Party Congress in October 1952, including the personal papers of Vladimir Lenin, Karl Marx, Friedrich Engels, Leon Trotsky, Andrei Zhdanov, Viacheslav Molotov, and others. Some NKVD (People's Commissariat of Internal Affairs) files can be found here that concern Stalin's purges in the 1930s. The Department of International Labor and Communist Organizations and Movements includes 50 million files from the Comintern and Cominform. However, materials found in these three holdings have references to special dossiers [Osobaiia Papka], which indicate that they were transferred to the post-1952 archive.⁶ RCCSRMH contains about 1.5 million well-curated files that are kept in a six-story, concrete-encased, temperature-controlled vault in the center of the building.

RCCSRMH also has three minor departments that deal with administrative matters and external communications. The Editorial Department, Compiling and Recording Department, and the Informational Relations Department fulfill many requirements needed to manage contacts with the West. Two other departments, the Photocopy Department and the Restoration and Preservation Department, fulfill basic bibliographical and archival needs.

The RCCSRMH's economic status is unstable, and its managers seek commercial relationships with Western firms. The electricity is kept off in low-priority areas of the building, and a shortage of light bulbs makes matters worse. The financial situation has

⁶Hershberg, p. 23.

also taken a toll on the staff. Despite the fact that dozens of archivists have left their jobs in the last few months, 194 staff members remain, including 16 Westerners contracted to work in the archives.⁷ Access for Western institutions and their researchers is available. The RCCSRMH has a degree of autonomy in signing contracts with institutions for negotiated sums of money. Researchers, on the other hand, can simply gain access by writing a letter accompanied by a recommendation from their parent institution for research work. The materials to be requested must be clearly described, since not only the RCCSRMH can reject the request but also *Roskomarkhiv*, if the access process is passed to its offices. Once inside the archives, the researcher will be given passes and other documentation for entry (see Appendix B).

KREMLIN ARCHIVE

The Kremlin Archive is the least known of the former Soviet archives. Information on its activities is sketchy since researchers are not given access. Located at two different sites within and nearby the Kremlin, these holdings are also known as the Presidential Archive (the name was changed from Kremlin Archive to Presidential Archive in June 1990).⁸ These holdings were under the direct control of former USSR President Mikhail Gorbachev until his retirement in December 1991. A staff of 25 people maintains these holdings, which are believed to be in six sections.⁹ Three sections are known to exist. First, the Special Files contain the most sensitive files of the Communist Party and

⁷Interview with Oleg V. Naumov, Deputy Director of the Russian Center of Conservation and Study of Records for Modern History, Moscow, Russia, May 28, 1992. Naumov worked in the CPSU Central Committee General Department during the 1980s. He expressed how upset he was with the financial situation within the archival system but said he would stay on the job, since there were no other employment opportunities. He is frequently unpaid for his services.

⁸Some Russians suggested that Viktor Nikolaevich Bondarev is the head of the archive, or at least chief of the Special Files. Bondarev formerly worked for the KGB.

⁹Interview with Vasilli Gatov, a Moscow-based BBC researcher, Moscow, Russia, May 26, 1992.

KGB leadership, including protocols of Politburo meetings through 1991, historical documentation on the Soviet nuclear weapon program, and classified materials from NKVD and KGB archives.¹⁰ Importantly, these files are being accessed by the Yeltsin government to support the Russian president's legal battle with communists who want to resurrect the CPSU.¹¹ A second section contains records from the General Department under the Office of the USSR President. These materials contain all papers associated with this office, which existed from 1989 to 1991. Once under the guidance of accused coup-plotter Valerii Boldin, these records are now being used to press charges against the coup plotters. A third section consists of Stalin's personal papers. According to some officials, about 17,000 documents can be found in this holding, with Stalin's handwritten notation that they were to be placed "in my archive."¹²

¹⁰Anderson interview, May 28, 1992.

¹¹On June 5, 1992, representatives of the Russian Presidential Commission for the Declassification of Documents Issued by the Central Organs of Power of the USSR and the Communist Party of the Soviet Union held a press conference to mark the forthcoming release of important archival material. The purpose of the release was to prepare for the Russian Federation Constitutional Court hearings in July 1992 on the legality of Russian President Boris Yeltsin's decrees banning the CPSU and the Russian Communist Party and the legality of Communist Party activity.

¹²Hershberg, p. 23.

4. THE RUSSIAN FOREIGN MINISTRY ARCHIVES

Prior to the August 1991 coup attempt, access to the Soviet Foreign Ministry archive was limited. Few interesting documents were released, because of the declassification process. Only a handful of researchers were allowed entry into these archives after August 1990 when the Soviet government decreed that materials over 30 years old could be declassified and that a committee of retired diplomats would review the documents. Simultaneously, the Soviet Foreign Ministry began to publish archival materials in *Vestnik MID*, the official organ of the ministry. Soviet diplomatic materials on World War II were a popular subject within its covers.

Following the collapse of the Soviet Union, the archives of the Ministry of External Relations (only in existence in Fall 1991) and its successor, the Russian Foreign Ministry, came under the jurisdiction of the Russian Federation. Yet they remained autonomous from the Russian state archival system, since they were considered distinct ministerial archives. The Department of History and Records of the Russian Foreign Ministry supervises the two foreign ministry archives: the Russian Foreign Policy Archives and the Imperial Russian Foreign Policy Archives (see Figure 2).

RUSSIAN FOREIGN POLICY ARCHIVE

The Russian Foreign Policy Archive (RFPA) is housed at an unmarked, high-security building near the Russian Foreign Ministry. Igor Vladimirovich Lebedev is the director of the Department of History and Records of the Russian Foreign Ministry, which supervises the RFPA. He is also chief of the RFPA.¹ Appointed in January 1992, Lebedev served at the Soviet Embassy in

¹Lebedev stated that this department was formally known as the Historico-Diplomatic Administration. Lebedev interview, May 26, 1992.

RAMB0104-0-1200



Figure 2—Russian Foreign Ministry Archival System

Washington, D.C., during the 1980s. He then served two years at the Soviet Foreign Ministry's USA/Canada Desk, where he was deputy director responsible for declassifying Soviet Foreign Ministry documents. Vladimir Ilich Sokolov is RFPFA deputy director. The RFPFA was formed from the remnants of the Archives of the Foreign Policy of the USSR in March 1992. Unfortunately, the RFPFA has a small reading room, prohibits photocopies, and lacks guides to its holdings.

The RFPFA contains materials related to Soviet foreign policy from 1917 to 1991 and Russia from 1992 to the present. With about 1800 files containing 1.3 million items, the collection is small compared to other holdings, such as the CPCD files. The archive, which contains information from the foreign ministry, embassies, and the United Nations, is divided into two main sections: the Central File and the Cable File. The RFPFA has several departments that help maintain these records: the Research Department, the Publications Department, the Central Research Library (which is defined as a department), and the Constitution Department (which Lebedev manages). The Constitution Department's main objective is to ensure certain guarantees for the RFPFA when debate begins on archive and secrecy legislation. An Archival Information Department is to be formed soon for public relations work with foreign interests.

Access and declassification are a problem at the RFPFA. Foreign researchers must present an official letter from a sponsoring institution stating topic, materials needed, and dates when research will be conducted. Sometimes requests are denied for reasons of security. For example, when asked about the availability of Soviet Foreign Ministry cables concerning the Iraqi invasion of Kuwait in August 1990, RFPFA officials claimed there was no reason to access these records, since America and the Soviet Union were allies during the conflict.²

²Interview with Vladimir Sokolov, deputy director of the Russian Foreign Policy Archives, Moscow, Russia, May 26, 1992.

Complicating matters is the fact that up to two-thirds of the material in the RFFPA holdings remains classified. Declassification is moving at a very slow speed because of financial difficulties, and a two-thirds reduction in staff due to budget cuts dampens hopes for a quick resolution to opening classified files.³ According to RFFPA managers, for every 12 months of chronological files to be declassified, several individuals will have to spend two or more years to read and review sensitive materials. This represents a huge amount of time since the process is being done in chronological order.⁴

IMPERIAL RUSSIAN FOREIGN MINISTRY ARCHIVE

The Imperial Russian Foreign Policy Archive (IRFPA) is located in an unmarked, worn-down building near the Russian Ministry of Foreign Affairs. The IRFPA is subordinate to the Department of History and Records of the Russian Foreign Ministry. The director of IRFPA, Igor Vladimirovich Budnik, reports to Lebedev directly.

IRFPA contains materials from 1547 to 1917, although some materials originated after 1917, because Russian imperial embassies continued to operate after the revolution. With over 500,000 files, the IRFPA has become increasingly important in current political issues. The Russian Foreign Ministry requests documents from the archive through the Department of History and Records of the Russian Foreign Ministry. The issues usually explored are boundary disputes involving Alaska and the Kurile

³Lebedev stated that 24 former Soviet ambassadors were involved in the declassification process, but their funding ran out. Interview of May 26, 1992.

⁴Sokolov interview, May 26, 1992. In contrast, the U.S. National Archives declassification process consists of two review systems—a systematic review of materials 30 (governmental materials) to 50 years (intelligence materials) or older and a public review process (Freedom of Information Act). These two review procedures, coupled with healthy budgets and plenty of manpower, quicken the release of documents.

Islands and relations with countries of the Middle East, specifically with respect to Jewish emigration.⁵

Access to IRFPA is based on a letter stating research purpose and recommendation from a parent organization. A reading room is available for work, but the staff is responsible for searching the archives for requests. A knowledge of French is required, because many documents were written in this language (it was the secondary language of Russian diplomats in the eighteenth and nineteenth centuries). Financial problems keep IRFPA in a poor state. Of 38 possible managerial or archivist positions, only 19 are currently filled. Because of the reduced staff, two working groups have been formed to contend with publications and archive maintenance. Only two microfiche readers are available, and their operation depends on the supply of electricity to the building. There are no photocopiers for researchers.

⁵Interview with Igor Budnik, chief of the Imperial Russian Foreign Policy Archives, Moscow, Russia, May 27, 1992.

5. RECENTLY FORMED ARCHIVES OF THE EMERGING RUSSIAN STATE

Russia has begun to form its own archives to reflect its emergence as an independent state. Two archives—the Russian State Archive and the Russian Presidential Archive—are recent creations. Both are in the initial process of formation.

RUSSIAN STATE ARCHIVE

The Russian State Archive (RSA) was formed in May 1992 following the signing of a presidential decree creating the new holdings. Sergei Mironenko, a specialist in 19th century Russian history and former deputy director of the Center for the Preservation of Modern Documents, is director of the Russian State Archive.

RSA will contain all holdings related to the Russian governmental organs from the early 19th century to the present. Materials before 1962 will be available to researchers, but all items dated after that year are classified. Specific materials include all documents of the Russian Federation, including the RSFSR Supreme Soviet, RSFSR Council of Ministers, and possibly the KGB organs found in RSFSR *oblasts*, *krais*, and *raions*. Files on the GULAG prison system might be kept here as well.¹

RUSSIAN PRESIDENTIAL ARCHIVE

The Russian Presidential Archive, also known as the Yeltsin Presidential Archive, was created in December 1991 following the abolishment of the Soviet Union. It is stored in the Kremlin. This holding contains the records of the Russian presidential apparatus in addition to records concerning Yeltsin's career as a Communist Party official and as Russian president. According to Roskomarkhiv International Department Chief Vladimir Tarasov, the Russian Presidential Archive was created to separate Yeltsin's files from the rest of the Party apparatus holdings. Two key

¹Mironenko interview, May 27, 1992.

players are involved in the management of the Russian Presidential Archive. First, the director of the archive is Aleksandr Korotkov, who made his career in the USSR Main Archive Administration. A product of the Soviet system, Korotkov reports directly to the Russian Presidential Administration under the leadership of Yuri Petrov. Petrov, the second key player, is an old-style apparatchik from Yekatarinaburg who is known to have had policy disputes with reformers within the Russian leadership. He would likely block attempts to access these archives if a political motivation for research is suggested. The Russian Presidential Archive is separate from *Roskomarkhiv*. Requests for access must be made directly to the Russian Presidential Administration and not *Roskomarkhiv*.

6. THE KGB ARCHIVES

BACKGROUND

Upon its institutional collapse in the fall of 1991, the KGB (*Komitat Gosudarstvennoi Bezopasnosti*) was replaced by two Russian intelligence services—the Ministry of Security and the Foreign Intelligence Service—one each for domestic and foreign activities, respectively.

Researchers and analysts face two major problems when attempting to access KGB archives. First, there are no rules concerning declassification. In February 1992, a Russian presidential commission on archives recommended that KGB files more than 15 years old should be turned over to the state archives for declassification unless they concern "still effective orders and instruction concerning the operation of agents [and] sensitive technical details."¹ Documents impinging on "personal privacy" may be withheld up to 75 years. It remains unclear when and to what extent researchers will be able to access these records because of the lack of legislation on the status of official secrets.² Both the Russian Ministry of Security and the Foreign Intelligence Service still control most of these records, and, although some material is being released, the revelations are selective and are being used as weapons in political infighting in Moscow.³

Second, the content and location of the KGB archives are hard to determine, since KGB personnel constantly shredded documents or kept them in sealed bags or containers, or transferred holdings to other archives that have yet to be discovered. Apparently, many culturally and politically important materials were destroyed

¹*Moscow News*, No. 8, February 23-March 1, 1992, p. 8. It is unknown whether the files actually were turned over.

²*Ibid.*

³See, for example, *Argumenty i Fakty*, No. 1, January 1992, p. 5; *Argumenty i Fakty*, No. 8, February 1992, pp. 4-5.

throughout the Soviet period. Former KGB Chairman Vadim Bakatin stated that many holdings had been destroyed by some KGB employees—including 580 volumes of Sakharov's diaries—because they contained sensitive materials concerning "current subjects" under debate.⁴ If not destroyed, other materials might have been transferred to other archives. For example, files about the fate of Swedish diplomat Raoul Wallenberg have been found in the Center for Preservation of Contemporary Documents and not in the KGB archives.⁵

The KGB archives are organized into three autonomous holdings: the KGB Central Archive, the First Chief Directorate Archive, and the Department 15 Archive in addition to Republican KGB Archives. The KGB archives lack appropriate storage facilities, adequate archival buildings, and equipment.

KGB CENTRAL ARCHIVE, FIRST MAIN DIRECTORATE ARCHIVE, DEPARTMENT 15 ARCHIVE, AND REPUBLICAN KGB ARCHIVES

The archives of the KGB encompass a rather large system or network of all-union, republican, and oblast-level files. Roskomarkhiv is attempting to place these files under its jurisdiction but is blocked by the successors to the KGB, which refuses to release materials.

The KGB Central Archive, headed by Colonel Ziupchenko, spanning 1917 to the present,⁶ is organized according to the former security organs of the Soviet state—VChkP (Cheka, 1917-1922), GPU (State Political Administration, 1922-1923), OGPU (Unified State Political Administration, 1923-1934), NKVD (People's Commissariat of Internal Affairs, 1934-1946), MGB (Ministry of State Security, 1946-1953), and the KGB (Committee for State Security, 1953-1991)—by their main directorates and departments for each year. The KGB chief directorates,

⁴Literaturnaia Gazeta, December 28, 1991.

⁵RFE/RL Daily Report, November 27, 1991.

⁶Vasilii Gatov disagreed on the location of the materials. Gatov claims that the KGB files from 1950 to 1960 are missing. Interview from Moscow, Russia, May 26, 1992.

directorates, and departments were the Second, Third, Fifth, Seventh, Eighth, and Ninth Chief Directorates, Border Guards, Secretariat, Administrative Department, Finance Department, Personnel Department, and Technical Support. Materials found in the archives from the directorates and departments are personal, handwritten notes and not official documents. The only exceptions are the records from the Third Chief Directorate.

Under the KGB Central Archive, the chief directorates and directorates had specific collections. The Second Chief Directorate collected files on political dissidents, foreigners, diplomats, and tourists, which can be found in its archival holdings. The Fifth Chief Directorate has holdings on institutions under surveillance, both in the former USSR and foreign organizations that broadcast propaganda into the Soviet Union from outside its borders, such as Radio Liberty/Radio Free Europe. The Seventh Directorate handled surveillance and infiltration. These files specifically start in 1945 and contain information on repatriations and prisoners of war. Moreover, each department separated its materials into departmental memos, files, and operative files. Overall, KGB operatives, instead of professional archivists, were responsible for compiling and organizing the records within the archives. There is no computerized system or guide to assist archivists.

The administrative arm of the KGB Central Archive is the Department of Registration of Archive Funds (formally Department 10). Its chief is General Anatolii Afanasevich Kraiushkin. Kraiushkin rose through the KGB ranks and represents a break from the past because a Party apparatchik always headed this critical department. With the collapse of Party control, the KGB Central Archives became autonomous.

Other KGB archives are independent from the KGB Central Archive. The archives of the KGB's First Chief Directorate were always kept separate from the KGB Central Archive. The First Chief Directorate, responsible for all foreign operations and intelligence-gathering activities, was divided into both

functional services--training and management of covert agents, intelligence analysis, collection of scientific and technological intelligence, active measures, etc.--and geographic departments for various regions of the world. Each functional or geographic department contains its own holdings, which have been transferred to the Foreign Intelligence Agency, under the direction of Evgenii Primakov, located away from the center of Moscow. This archive does not report to the KGB Central Archive or Roskomarkhiv, so it has total independence and considerable immunity to attempt to gain access.

The KGB's Department 15, which had responsibility for state security and ruling the country in "emergency situations such as nuclear war," also had an archival system separate from the KGB Central Archives.⁷ Very little information has been released on these holdings.

Declassification within the KGB Central Archive is expected to take decades. All files are classified secret or top secret with many of the latter housed in the "Special Files" of the Kremlin Archives.⁸ According to some Russians who are familiar with the KGB archival system, it is estimated that 40 years of material will take 25 years to declassify.⁹

The archives of the republican KGB organs are organized in much the same way as those of the directorates. Located in the capitals of the newly independent republics, the archives are in complete sets. However, the republic KGB archives would not contain information on border troops or on the Third Chief Directorate, since these were organized primarily along service lines or by military district.

⁷Ibid.

⁸Reportedly, secret or top secret did not appear on documents. Instead, a numbering system illustrated the status of the document.

⁹Ibid.

GRU ARCHIVE

Unfortunately, not much is known about the GRU archive. The GRU archive is organized along similar lines to the KGB Central Archives. These holdings consist of six sections responsible for various geographical locations. Within each section, notes on different aspects of intelligence-gathering operations were recorded, such as reconnaissance, electronic intelligence, information gathering, personnel records, correspondence, reporters, special operations, and money transfers. These were kept in chronological order and are completely separate from the work of Roskomarkhiv.

7. THE CIS MILITARY ARCHIVES

BACKGROUND

Until 1991, access was rarely given to military materials during the Soviet period, especially to Westerners. The underlying attitude was confirmed by the reaction of the Soviet General Staff to the first volume that appeared of a projected ten-volume military history of the Soviet role in World War II. The Staff became alarmed at the draft's sensational description of Soviet behavior and tactics. They vowed to keep the Defense Ministry archives closed and accused the lead military historian, General Dmitrii Volkogonov,¹ of unpatriotic behavior. Following the August 1991 coup attempt and the warming in Russian-American relations, Western access has become easier.²

The CIS military archives are supervised by the History-Archival Department of the General Staff. This department administers access to the Central Archive of the Ministry of Defense and the Central Naval Archive of the Ministry of Defense (see Figure 3).

HISTORY-ARCHIVAL DEPARTMENT OF THE GENERAL STAFF

The History-Archival Department of the General Staff is the equivalent to *Roskomarkhiv* for the CIS military archive system. A researcher needs to contact this body first to gain access to the military archives. This organ is responsible for handling inquiries to use the holdings of the military archives known as

¹Volkogonov also heads the U.S.-Russian Commission on POW-MIA Issues, which attempts to access the post-Soviet archives for files on missing Americans. Several Russian and Western researchers have told the author that Volkogonov only has access to the *Roskomarkhiv*-supervised archives and not the foreign ministry, KGB, or military holdings.

²Interview with General Anatolii Gerasimovich Kharkov, Deputy Chief of the Institute of Military History, Moscow, Russia, May 29, 1992.

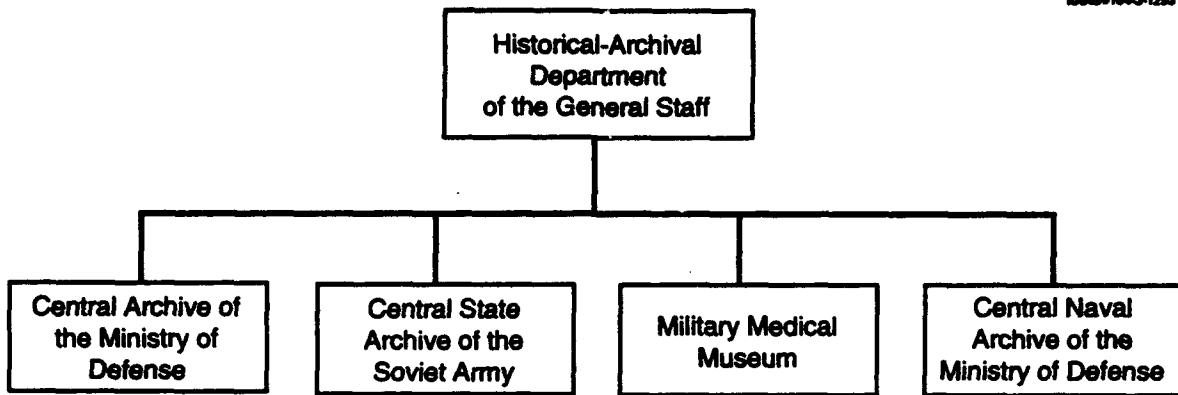


Figure 3—CIS Military Archival System

the Central Archive of the Ministry of Defense and the Central Naval Archive of the Ministry of Defense. Formal access letters should be sent two to three months in advance of a visit to Russia. A letter of intent must state the topic, qualifications of the researcher, precise materials needed and their dates, and the dates the researcher plans to be in the Moscow area. Western researchers who have applied for access have been approved frequently since 1990. This body also functions as an archive, since its holdings contain information on all aspects of the Soviet military from 1918 to 1940. The last known director of the department was Igor Nikolaevich Venkov.³

CENTRAL ARCHIVE OF THE MINISTRY OF DEFENSE

The Central Archive of the Ministry of Defense, located in the city of Podolsk, near Moscow, contains over 19 million files on the Soviet military from 1939 to the present, in addition to information on the CIS High Command. The holdings are arranged in keeping with the organization of the Soviet military itself, such as military districts, okrugs, and forces. The high-security, centralized military repository requires access approval from the Chief of the History-Archival Division of the General Staff. The Central Archive's inquiry office is quite large, since it responds to over a million inquiries a year from citizens needing official documents related to military service. Thus, postal communications from abroad may be slow. The last known director of the Central Archive was Nikolai Petrovich Brilev.

Western researchers should also recognize that there are poor working conditions at the Central Archive of the Ministry of Defense. The logistical problems related to the fact that the archives are housed far outside of Moscow are further complicated by a lack of nearby hotel and cafeteria facilities to accommodate researchers. Usually, materials requested by the researcher are

³General Kharkov revealed that the Central State Military-History Archive contains Russian military records predating 1918.

brought to the Institute of Military History in Moscow, where reading hours are arranged to meet the needs of the researcher.

CENTRAL STATE ARCHIVE OF THE SOVIET ARMY

Little is known about the current status of the Central State Archive of the Soviet Army, located in Moscow. Some argue that it contains over 3 million files on the Soviet Armed Forces from 1945 through 1987. Others maintain that it holds military documents from 1917 through 1939. It could be that neither view is entirely accurate. Although their exact location is unknown, files after 1987 are located in the Russian State Archival system. Access is arranged through the Chief of the History-Archival Division of the General Staff.

MILITARY MEDICAL MUSEUM

The Military Medical Museum, located in St. Petersburg, contains medical records of Soviet servicemen from military okrugs, groups of forces, fleets, and flotillas. Prior to their deposit at the Military Medical Museum, records are housed at regional military centers for ten to fifteen years. Access requests are made through the Chief of the History-Archival Division of the General Staff.

CENTRAL NAVAL ARCHIVE OF THE MINISTRY OF DEFENSE

The Central Naval Archive of the Ministry of Defense is located in the city of Gatchina, near St. Petersburg. The Central Naval Archive contains post-1939 naval records incorporating over 2 million files on the Soviet fleet, ships, and port facilities.⁴ The Center also maintains a large inquiry service for veterans needing to check documents relating to their naval service. Access to the Central Naval Archive of the Ministry of Defense requires approval from the Chief of the History-Archival Division of the General Staff. The last known director of the Central Naval Archive was Yuri Ivanovich Reznikov.

⁴General Kharkov stated that pre-1940 naval materials are housed at the Central State Archives of Military-Naval Fleets in St. Petersburg.

8. OVERALL OBSERVATIONS ON ACCESS AND DECLASSIFICATION PROCEDURES

The Russian state archival system, the Russian Foreign Ministry archives, the Russian State Archives, the KGB archives, the GRU archives, and the CIS military archives continue to acquire materials from various sources. According to press reports and interviews, priorities are usually given to appraisals, organization, and highlighting the files that may be of interest to the public. In reality, this means that politically charged documents supporting Russia's democrats may be released first. The researcher should keep this fact in mind. Significantly, access and declassification procedures are important to understand if the researcher seeks documents concerning the Soviet period.

ACCESS PROCEDURES

Letters and Papers Needed to Gain Access

Access to most archives has been relaxed. No longer do prospective researchers need to submit detailed lists of every subject by year in advance, except in the Russian Foreign Ministry archives. Currently, all Russian state archives operate under the same general guidelines. Letters should be sent to the archive director stating the specific subject matter and time of visit. It is possible to contact *Roskomarkhiv* directly if a researcher has problems with access from the other archives within the Russian state archival system. However, the researcher should be warned that the archive managers themselves have not learned how to administer holdings meant for public use. Delays and confusion are inevitable.

There is still the Russian perception of Westerners wanting to use the archives to discredit the Yeltsin government. Some Russian archivists and scholars resent any implication that the archives will be used for political advantage with which the West could gain "the upper hand." It is important to state at the

outset that the researcher's effort is for academic pursuit only and is intended to produce mutual understanding.

Technical and Financial Problems

Although much of the documentary collections appear to be well preserved, Russian archival officials complain of shortages of technical equipment and staff needed to process and declassify materials. These officials are also anxious to sign agreements with Westerners for money to purchase photocopiers, paper, microfilm readers, fax machines, etc. The collapse of the Russian economy has greatly strained the Russian State archival system and the archives operating outside of *Roskomarkhiv* control. These archive officials are tempted to make deals to grant exclusive access to Westerners.¹ Exclusive deals, however, between *Roskomarkhiv* and Western institutions are ill advised, since only a fraction of the materials are being made available for public consumption. Moreover, most of the materials released through these transactions are already public knowledge.²

The poor financial state of the post-Soviet archives has given rise to theft and sale of documents abroad. Several stories circulated that classified materials from the CPSU Central Committee were "for sale" just following the August 1991 coup attempt for several hundred U.S. dollars in and around Moscow. Subsequently, the financial crisis and the need for hard currency have led archive managers to sell manuscripts and cultural treasures of the Soviet period.

DECLASSIFICATION PROCEDURES AND THE LAW ON ARCHIVES

The status and fate of the archives are also embroiled in legal and constitutional debates over access and secrecy. As of the fall of 1991, before the Soviet Union's final collapse, the USSR Congress of People's Deputies was considering several draft laws on the archives, but these were shelved at the demise of the

¹The author was asked repeatedly how RAND could financially assist the archives.

²See, for example, the *New York Times*, June 19, 1992.

Congress. The Russian parliament, however, has been debating the merit of a similar draft law on the archives since last fall. Some Russian specialists argue that it contains ambiguous language but favors the principle of equal access for both Russians and Westerners. Debate on the archive law must also consider Russian legislation on secrecy that is expected to establish rules on what sort of materials can be released to the public. The Russian government has already placed limits on access to archives from the Soviet period. On January 14, 1992, Yeltsin issued a decree "On the Protection of State Secrets" that bars the release of CPSU Secretariat materials less than ten years old and of all KGB, GRU, and CPSU foreign policy materials between 1961 and 1981.³

In the view of many of the archive managers, a government policy on secrecy is needed that takes into account the rights to individual privacy and the need to safeguard state secrets. *Roskomarkhiv* International Department Chief Tarasov stated that his organization is deeply involved in the Law on the Archives and in negotiations with various factions within the Russian parliament over the law's status. Besides the arguments between various factions, the Ministry of Security and Ministry of Defense are participating in the debate on the archives, to protect their holdings and keep them out of *Roskomarkhiv* control.⁴ The problem is that there is no real legal basis for archival affairs in Russia, and *Roskomarkhiv* does not want to operate without any firm guidelines.

CURRENT WESTERN INITIATIVES

Roskomarkhiv, under Pikhov's direction, has considered a number of Western initiatives, including efforts by the U.S. Library of Congress, to begin exchanges of archivists, documents, scholars, and exhibitions. In addition, ambitious plans put forward by the American Enterprise Institute; the Hoover

³*Izvestiia*, April 3, 1992.

⁴Interview with Vladimir P. Tarasov, Chief of the International Relations Department, Russian Committee on Archival Affairs, Moscow, Russia, May 26, 1992.

Institution on War, Peace, and Revolution; and Radio Liberty/Radio Free Europe to begin putting the Russian archives in desktop computer storage may also come to fruition. According to Pikhoia, microfilm copies of materials from the Russian state archives will be deposited at Hoover and the U.S. Library of Congress, at Roskomarkhiv, and at the Lenin Library in Moscow. Chadwyck-Healey, a British publishing firm, is to handle worldwide sales and marketing for the Hoover-Roskomarkhiv project.⁵ As part of the contract, Roskomarkhiv receives copies of all Hoover Institution records related to the Russian revolution and its aftermath. However, a Roskomarkhiv committee is still determining which files will be made available to Hoover.⁶

Several other commercial ventures search for historical materials. The U.S. Holocaust Museum hopes to continue efforts to film archival materials in Moscow and the other former republics related to the treatment of Jews during World War II. Moreover, the Inter-Documentation Company of The Netherlands is microfiching selected 19th century Imperial Russian governors' reports for their collection.

CONCLUSION

The post-Soviet archives present substantial problems for the Western scholar and analyst:

- Declassification will remain a key obstacle to any quick access to records in the post-Soviet archives found under the supervision of the Russian Committee on Archival Affairs. Little movement can also be expected on declassification from the defense and former KGB lobbies, since they seek to protect their interests. The Russian government has accommodated these groups by placing further limits on access to materials from the Soviet period.

⁵Izvestiia, March 7, 1992.

⁶Tarasov interview, May 26, 1992.

- Roskomarkhiv only supervises the archives under its jurisdiction—yet the Russian Foreign Ministry archives, the Russian State Archives, the KGB archives, the GRU archives, and the CIS military archives remain autonomous. Even Yeltsin himself cannot order the release of documents outside of Roskomarkhiv, which complicates how the Russian government will handle archival affairs in the future.
- Throughout the former Soviet archival system, managers and archivists complain bitterly about the lack of funds and manpower needed to peel away years of secrecy. One manager stated that, based on current funding levels, it will take a decade before any materials can be released. Other managers claim that disaster is imminent in the archives, as documents decay or are used as political weapons to embarrass the Soviet regime.

To correct their fiscal troubles, many archives have turned to Western funding sources. Roskomarkhiv officials are prepared to consult and collaborate with Westerners. Opportunities for Western work in the post-Soviet archives are attractive for historians and policy analysts alike.

U.S. archivists and other specialists could be of great assistance in preserving and disseminating information from the post-Soviet archives. These professionals could recommend which holdings should have the highest priority for preservation and could develop reference tools to help locate files. Overall, an unprecedented opportunity awaits for archivists and analysts to help solve many of the mysteries surrounding Soviet decisionmaking since 1917.

Appendix A

ADDRESSES AND PHONE NUMBERS OF THE POST-SOVIET ARCHIVES

Center for the Preservation of Contemporary Documents

Ul. Ilinka, 12

103132 Moscow

(tel. 206-52-28)

The CPCD's reading room is open Tuesdays, 9:30 to 5:30;

Wednesdays, 1:00 to 8:30; and Thursdays, 9:30 to 7:30.

Russian Center of Conservation and Study of Records for Modern History

Ul. Pushkinskogo, 15

103009 Moscow

(tel. 229-97-26)

The RDRCDRH is open Monday through Friday from 9:00 to 5:00.

These hours are subject to staff availability. It is usually best to set appointments or a schedule in advance.

Russian Foreign Policy Archives

Plotnikov Prospekt, 11

121200 Moscow

(tel. 236-52-01)

Imperial Russian Foreign Policy Archives

Ul. Bolshoi Sepukhovska, 15

113093 Moscow

(tel. 236-52-01)

History-Archival Department of the General Staff

Ul. Anamenko, 19

103160 Moscow

(tel: 296-53-48, 203-43-48, 296-88-46)

Central Archive of the Ministry of Defense

Ul. Kirova, 74

Podolsk

142117 Moscow Oblast

(tel. 137-90-05, 137-91-71)

Central State Military-Historical Archive

2 Baimanskaia, 3

107864 Moscow

(tel: unknown)

Central State Archives of the Soviet Army

Ul. Admirala Makarova, 29

125212 Moscow

(tel: unknown)

Central Military-Naval Archive

Ul. Khalturina, 5

191065 St. Petersburg

(tel: unknown)

Military Medical Museum

Lazaretnyi Prospekt, 2

198000 St. Petersburg

(tel: unknown)

Central Naval Archive of the Ministry of Defense

Krasnodarmeiskii Prospekt, 2

Gatchina

199350 St. Petersburg Oblast

(tel. 271-248-81)

Moscow Consolidated Municipal Archives

Ul. Mezhdunarodnoi, 10

109554 Moscow

(tel. 178-70-89)

Smolyni Institute

Ul. Smolnogo, 1/3

193225 St. Petersburg

(tel. 274-10-66)

Appendix B

**SAMPLE ACCESS MATERIALS FOR THE RUSSIAN CENTER OF CONSERVATION
AND STUDY OF RECORDS FOR MODERN HISTORY**

RCCSRMH Hall Pass and RCCSRMH Request Form

ЦЕНТРАЛЬНЫЙ ПАРТАРХИВ ИМЛ при ЦК КПСС

Отметка и подпись лица, принявшего посетителя

Разовый пропуск № 6

для входа в здание
(действителен на один раз)

Тов. К. Колосик комната № 323
этаж 3 к тов. А. Фомин

..... час. мин.
..... 195... г.

Партархив
ИМЛ
Подпись _____

Подпись Б. м. м. 10 92 г.
Время 4 час. 50 мин.

И. П.

ОСОБЫЙ АРХИВ Главархива СССР

ТРЕБОВАНИЕ

на выдату документальных материалов

Кому _____

От кого _____

Для какой цели или темы _____

Название фонда	№ фонда	Год	№ описи	№ дела	Название дела	Разрешение на выдату	Примечание

..... г.
Должность, подпись _____

RCCSRMH User Questionnaire

АНКЕТА
занимающегося в Центральном партархиве

1. Фамилия, имя и отчество _____
2. Партийность _____
3. Место работы (название учреждения и адрес) _____

4. Должность _____
5. Ученое звание и степень _____
6. Занимался ли раньше в ЦПА и когда _____
7. Имеет ли научные труды _____
8. По заданию какой организации ведется работа _____

9. Документ, на основании которого разрешается допуск к занятиям _____

10. Тема и цель работы _____

11. Адрес постоянного местожительства _____

12. С правилами читательного зала ЦПА ознакомился и обязуюсь их выполнять.
13. В случае использования документов архива, обязуюсь один экземпляр рукописи диссертации, а при опубликовании один экземпляр книги или статьи, представить бесплатно в Центральный партийный архив.
14. Дата заполнения настоящей анкеты _____

Подпись:

RCCSRMH Disclosure Statement

ОБЯЗАТЕЛЬСТВО - СОГЛАШЕНИЕ

Я, _____, ознакомлен с правилами работы читального зала и уведомлен о том, что Российский центр хранения и изучения документов новейшей истории предоставляет мне документ без права публикации исключительно для заявленных мною научных исследований.

Обязуюсь предоставленные мне для изучения документы использовать только в извлечениях, давая точные ссылки на место их хранения. Публикацию документов (полное текстуальное воспроизведение или воспроизведение той части текста, которая несет основную смысловую нагрузку) осуществлять только с разрешения Центра.

В случае нарушения настоящего обязательства я готов нести ответственность и возместить Российскому центру хранения и изучения документов новейшей истории причиненный ему материальный и моральный ущерб.

Дата.
" _____ " _____ 19 ____ г.

Подпись

Засвидетельствовано.

Подписи сотрудников читального зала.

ТРЕБОВАНИЕ

на выдачу документальных материалов из хранилища в читальный зал для
работы исследователя

по теме: _____

№№ п/п	Фонд	Опись	№№ дел

← → _____ 198 г. Должность _____ Подпись _____

RCCSRMH User Rules

~~ПРИЛОЖЕНИЕ № 2 К ПРОТОКОЛУ~~

"УТВЕРЖДАЮ"

Директор РЦХИДНИ

В.П. Козлов
В.П. Козлов

" 4 " декабря 1991 г.

ВРЕМЕННЫЕ ПРАВИЛА РАБОТЫ ЧИТАЛЬНОГО ЗАЛА
РЦХИДНИ

Российский центр хранения и изучения документов новейшей истории (РЦХИДНИ) образован по постановлению Совета Министров РСФСР от 12 октября 1991 г. (в соответствии с Указом Президента РСФСР от 24 августа 1991 г. "О партийных архивах") на базе Центрального партийного архива Института теории и истории социализма ЦК КПСС. Центр работает под руководством Комитета по делам архивов при Совете Министров РСФСР, по правилам, общим для всей государственной архивной системы России, и открыт для пользования гражданами и организациями. Центр обеспечивает отечественных и иностранных пользователей интересующей их архивной информацией, принимает меры для расширения доступа к документам и фондам, развития и усовершенствования научно-справочного аппарата.

I. Обязательства РЦХИДНИ перед пользователями

I.1. Российский центр хранения и изучения документов новейшей истории предоставляет пользователям по заявленным темам исследованной документы, а также научно-справочный аппарат к ним (включая описи, указатели, картотеки, каталоги) и научно-справочную библиотеку. В интересах обеспечения сохранности документов работа производится в основном с микрофильмами. Читальный зал центра открыт по календарным рабочим дням. Ежемесячно предусматривается один санитарный день.

2.

1.2. Работники читального зала и другие сотрудники Центра дают консультации о наличии и характере имеющихся документов.

1.3. Документы Центра доступны для пользования. В вопросах ограничения доступа к документам Центр руководствуется (до принятия Закона "Об архивном фонде и архивах РСФСР") следующими общими положениями:

- доступ к архивным документам и архивам, содержащим государственную, военную, коммерческую тайну, разрешается по истечении 30 лет после их создания, а к документам и архивам, содержание которых затрагивает особо важные государственные интересы по истечении и более длительного времени;

- ограничение доступа к документам, касающимся охраняемых законом прав и личных интересов граждан, устанавливается на срок до 75 лет со времени их создания;

- основанием для временного ограничения пользования являются отсутствие страхового фонда (микрофильмов, фотокопий и др.) на документы, находящиеся в неудовлетворительном физическом состоянии, отсутствие научно-справочного аппарата, размещение документов в иногородних хранилищах, транспортная связь с которыми затруднена;

- временное ограничение пользования допускается и в том случае, если документальные комплексы и документы являются объектами публикаций по исследовательским планам Центра.

1.4. Выступая одним из распорядителей архивной документации как интеллектуальной собственности государства, Центр рассматривает поступающие от учреждений или отдельных лиц заявки на публикацию выданных ими документов и определяет условия, при которых это разрешение может быть получено - выдает лицензию.

3.

1.5. Центр выполняет заказы за установленную плату на выявление, подбор, копирование документов для использования в научных исследованиях, составление тематических обзоров, других информационно-аналитических материалов (исключения составляют запросы социально-правового характера), а также дает платные консультации.

1.6. Центр предоставляет пользователю возможность проносить в читальный зал машинописный текст или гранки собственной работы поставив в известность сотрудников читального зала. После соответствующего оформления пользователь имеет возможность вынести эти материалы так же, как и собственные записи. С разрешения руководства Центра пользователь может применять различные технические средства, облегчающие его работу.

2. Ответственность пользователя перед РЦХИДНИ

2.1. При посещении читального зала пользователь соблюдает установленный режим работы: регистрируется в книге посещений, не вносит в читальный зал книги, печатные материалы (кроме указанных в пункте 1.6), портфели, сумки, свертки, фотоаппараты, кинокамеры, множительную технику и т.д. (кроме случаев, специально согласованных с руководством Центра).

2.2. Пользователь обязан строго соблюдать правила работы с архивными документами: не выносить их из читального зала, не передавать другим лицам, не делать в документах помет, подчеркиваний, не загибать углы, не перегрывать микроплёнку и т.п. В случае обнаружения дефекта, повреждения документа следует сообщить об этом дежурному читального зала.

После окончания просмотра микрофильма ролик должен быть перемотан.

2.3. Пользователь, нарушивший правила работы в читальном зале, может быть лишен права заниматься в читальном зале временно.

4.

или постоянно. Решение об этом принимается руководством Центра. Граждане, причинившие ущерб документам Государственного архивного фонда РСФСР, привлекаются к ответственности в соответствии с законодательством РСФСР.

2.4. Пользователь несет ответственность за соответствие приведенной им в публикации информации содержанию использованных архивных документов.

При использовании документов фонда, пользователь обязан осматривать на месте их хранения, номер; описи, дела, листов.

3. Оформление пользователя в читальном зале и организация его работы

3.1. Для получения разрешения на работу с документами пользователь представляет официальное письмо организации, направившей его в Центр или обращается с заявлением к руководству Центра. В письме или заявлении указываются фамилия, имя, отчество пользователя, должность, ученая степень (звание), цель исследования, тема и ее хронологические рамки. Письмо подписывается руководителем организации или ее ученым секретарем. Студенты высших учебных заведений оформляются по письму вуза, с обоснованием необходимости работы с архивными документами, подписанного ректором (проректором, деканом).

3.2. Зарубежные пользователи оформляются на основании официального письма принимающей их организации или зарубежного научного учреждения, а также по личному заявлению. В письме или заявлении указываются: фамилия, имя исследователя, место работы (учебная должность, ученая степень (звание), цель исследования, тема и ее хронологические рамки, а также называется соглашение или совмест-

5.

ная исследовательская программа, по которой ведется работа. Письмо удостоверяется подписью руководства организации.

3.3. Разрешение на право работы в читальном зале дается руководством Центра, как правило, на срок до одного года с момента оформления. По истечении этого срока или при изменении темы исследователь представляет новое письмо.

3.4. Пользователь при оформлении заполняет анкету, тематическую карточку, знакомится с правилами работы, подписывает обязательство о возможности публикации документов.

3.5. На каждого пользователя формируется личное дело, в котором находятся документы, связанные с разрешением на работу в читальном зале, анкета, требования на документы, переписка с пользователем.

3.6. Для получения документов необходимо заказать их на бланке-требовании, указав номера фондов, описей, номера архивных дел. Пользователю на один день работы выдается до 20 дел (или соответствующее количество микрокопий).

3.7. При наличии микрокопий подлинники в читальный зал, как правило, не выдаются. В порядке исключения вопрос о их выдаче решается руководством Центра.

3.8. Документы выдаются исследователям на срок до одного месяца. В случае непосещения читального зала пользователем в течение двух недель, подобранные материалы возвращаются в хранилище.

Материалы, заказанные исследователем, выдаются не позднее двух дней с момента заказа.

3.9. При получении документов пользователь расписывается в книге выдачи, проверяя их сохранность и состояние. Подпись пользователя удостоверяет, что дела им проверены, находятся в порядке и он принимает ответственность за них на время пользования.

6.

В течение всего периода работы над документами они находятся в хранилище читального зала (в контейнере или месте, указанном сотрудниками). По окончании работы сдаются сотруднику, который принимает их под расписку.

В случае утери, порчи документов составляется соответствующий акт.

Все лица, знакомящиеся с документами, заполняют лист использования в делах.

4. Разрешение конфликтов между РЦХИДНИ и пользователями

4.1. Отказ РЦХИДНИ в допуске к архивным фондам и документам, сведения об имеющихся ограничениях в их использовании сообщаются пользователю в письменной форме и могут быть обжалованы в административном или судебном порядке.

х х х

В случае использования в публикациях документов Центра просим направить в читальный зал библиографическую справку или экземпляр издания.

RCCSRMH Copyright Disclosure Statement

ОБЯЗАТЕЛЬСТВО

Я, _____

_____, уведомлен
о том, что нижеперечисленные копии подлинных документов
переданы мне Российским центром хранения и изучения документов
новейшей истории исключительно для конкретных научных
исследований, без права на их публикацию.

Я обязуюсь:

- не репродуцировать полученные копии документов (путем ксерокопирования, микрофиширования, микрофильмирования или иначе) без соответствующего разрешения Российского центра хранения и изучения документов новейшей истории;
- не передавать полученные копии другому лицу или учреждению без согласия Российского центра хранения и изучения документов новейшей истории;
- не публиковать полученные документы полностью, частично или в извлечениях (в книгах, газетах, журналах или каким-либо иным образом), не использовать их в радио- и телепрограммах без получения от Российского центра хранения и изучения документов новейшей истории надлежащей лицензии.
- давать точные ссылки на место хранения (поисковые данные) используемых документов.

В случае нарушения настоящего обязательства я готов нести ответственность и возместить Российскому центру хранения и изучения документов новейшей истории причиненный ему материальный и моральный ущерб.

Дано в г.Москве " _____ " 19 ____ г.

Подпись

Засвидетельствовано

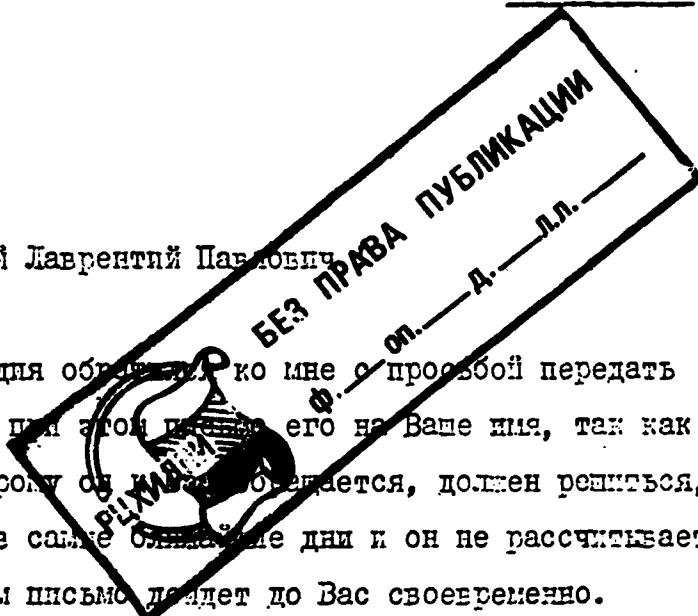
Подпись ответственного лица

RCCSRMH Sample: Letter from S. KAVTARADZE to L. Beria

16/4
Гамсахурдия К. Г.
Лаврентий Павлович

К о п и я

Дорогой Лаврентий Павлович



К. Гамсахурдия обратился ко мне с просьбой передать Вам прилагаемое при этом письмо его на Ваше имя, так как вопрос, по которому он к Вам обращается, должен решиться, по его словам, в самые ближайшие дни и он не рассчитывает, что другим путем письмо дойдет до Вас своевременно.

Я Вас прошу ознакомиться с его просьбой. Лично я считаю, что Гамсахурдия единственный современный грузинский романист, безусловно талантливый, добросовестно работающий над темой, исторические романы которого стоят на высоком уровне художественной прозы.

С сердечным приветом

С. КАВТАРАДZE

15.У.

Верно *Лаврентий*

Appendix C

**SAMPLE ACCESS MATERIALS FOR THE CENTER FOR THE PRESERVATION OF
CONTEMPORARY DOCUMENTS**

CPCD User Questionnaire

А Н К Е Т А
занимающегося в Центре хранения современной
документации

1. Фамилия, имя, отчество _____

2. Год рождения _____
3. Принадлежность к политической партии или общественному
движению * _____

4. Место работы (название учреждения и адрес) _____

5. Должность _____
6. Ученое звание и степень _____
7. Занимался ли раньше в ЦХСД и когда _____
8. Краткий перечень опубликованных научных трудов _____

9. По заданию какой организации ведется работа _____

10. Соглашение или совместный исследовательский проект,
по которому ведется работа _____

11. Документ, на основании которого разрешается
допуск к занятиям _____

12. Тема и цель работы _____

13. Гражданство, адрес постоянного места жительства _____

14. С правилами читального зала ЦХСД ознакомился
и обязуюсь их выполнять _____
15. Дата заполнения настоящей анкеты _____

* заполняется по желанию

CPDC Disclosure Statement

ОБЯЗАТЕЛЬСТВО-СОГЛАШЕНИЕ

ПОЛЬЗОВАТЕЛЯ С ЦХСД

Я, _____, ознакомлен
с правилами работы читального зала Центра хранения современной
документации, обязуюсь их выполнять, публикацию документов
(полное текстуальное воспроизведение) осуществлять только с
разрешения Центра.

Подпись.

Число, месяц, год

CPCD User Rules

Григорьев И.Н.

"УТВЕРЖДАЮ"

Директор Центра

Р.А. Усиков
Р.А. Усиков

"02" *марта* 1992г.

ЦЕНТР ХРАНЕНИЯ СОВРЕМЕННОЙ ДОКУМЕНТАЦИИ

П Р А В И Л А

работы с архивными документами в читальном зале
Центра

1. Общие положения

1.1. Центр хранения современной документации (ЦХСД) находится в ведении Комитета по делам архивов при Правительстве Российской Федерации и работает по правилам Государственной архивной службы России.

1.2. Настоящие Правила определяют порядок доступа исследователей к работе с архивными документами, права и обязанности исследователей и Центра при использовании документов.

1.3. Документы Центра используются представителями отечественных и зарубежных организаций, учреждений и отдельными гражданами через читальный зал.

Работа читального зала обеспечивается его персоналом, в ведении которого находится справочный аппарат к документам Центра, фонды справочной библиотеки, информация о порядке работы с архивными документами и их использования.

2. Порядок доступа к архивным документам

2.1. Для получения доступа к архивным фондам Центра исследователь представляет официальное письмо направившей его организации или обращается с заявлением к руководству Центра. В письме (заяв-

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лении) указываются фамилия, имя, отчество исследователя, должность, ученая степень (звание), цель исследования, тема и ее хронологические рамки. Письмо-направление подписывается представителем руководства организации. Студенты оформляются по письму вуза с обоснованием необходимости работы с архивными документами, подписанному ректором (проректором, деканом).

2.2. Зарубежные исследователи допускаются к работе в Центре на основании специального письма направившего их зарубежного научного учреждения или принимающих их отечественных организаций, а также по личному заявлению. Представляемые документы должны содержать следующие сведения: фамилия, имя исследователя, место работы (учебы), должность, ученая степень (звание), краткий перечень опубликованных научных трудов, цель исследования, его тема и хронологические рамки, а также называется соглашение или совместный исследовательский проект, по которому ведется работа.

2.3. Разрешение на право работы в Центре дается его руководством на срок до одного года, по истечении которого исследователем представляется новое письмо (заявление).

2.4. При первом посещении исследователь заполняет анкету, тематическую карточку, знакомится с правилами работы с документами и дает обязательство выполнять их.

3. Организация работы исследователя, его права и обязанности

3.1. Ежедневно перед началом работы исследователь должен зарегистрироваться в "Книге посещений читального зала".

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3.2. Исследователь имеет право на получение у персонала читального зала всего имеющегося в его распоряжении научно-справочного аппарата к документам, необходимой справочной литературы из фондов библиотеки, документов, находящихся в открытом доступе в сроки, оговоренные в п.3.3 настоящих Правил, а также консультаций по всем вопросам, связанным с порядком работы читального зала.

3.3. Для получения документов исследователем оформляется заказ на бланке-требовании с указанием номеров фонда, описи, архивных дел. Запрашиваемые материалы предоставляются не позднее, чем через четыре дня с момента заказа.

3.4. При наличии микрокопий подлинники документов в читальный зал не выдаются. В порядке исключения вопрос об их выдаче решается руководством Центра.

3.5. Документы выдаются на срок не более одного месяца. В случае непосещения исследователем читального зала в течение двух недель подобранные материалы возвращаются в хранилище.

3.6. Исследователю на один день работы выдается не более 15 дел (или соответствующее количество микрокопий).

3.7. При получении документов исследователь проверяет их сохранность и состояние, расписывается в бланке заказа, принимая ответственность за документы на время пользования.

3.8. Исследователь, работая с документами, обязан аккуратно заполнять листы использования дел.

3.9. Записи, выписки из документов рекомендуется сопровождать исковыми данными архива: его сокращенное название, номера фондов, описей, дел, листов.

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3.10. Исследователь обязан бережно обращаться с документами. Категорически запрещается загибать углы документов, делать на них пометки, подчеркивания, листать дела смоченными пальцами, передавать их другим лицам и выносить за пределы читального зала.

3.11. В случае обнаружения дефекта, повреждения документа или микроплёнки исследователю следует сообщить об этом дежурному по читальному залу. В случае утери, порчи документов составляется специальный акт.

3.12. Покидая помещение даже на непродолжительное время, исследователь должен вернуть документы дежурному по залу.

3.13. После окончания работы с микрофильмом ролик должен быть перемотан в исходное состояние.

3.14. Документы должны быть возвращены дежурному не позднее, чем за 20 минут до окончания работы читального зала.

3.15. Информацию, касающуюся разрешения на копирование и публикацию материалов Центра, можно получить у зав. читальным залом.

По желанию исследователя и при наличии возможности сотрудники Центра дают консультации по составу и содержанию документов архива, самостоятельно, по заказу исследователя проводят отбор документов по заявленной теме и предоставляют иные услуги с согласованной оплатой их по свободным ценам, согласно калькуляции.

В связи с ограниченными техническими возможностями копирование документов Центром, как правило, не производится.

3.16. Портфели, сумки, пакеты, видео и фотоаппаратура сдаются на хранение дежурному по читальному залу.

5.

Использование пишущих машинок, персональных компьютеров, магнитофонов и иных технических средств согласовывается с зав. читальным залом.

3.17. В читальном зале не разрешается курить, принимать пищу и напитки.

3.18. Исследователь, нарушивший правила работы с документами Центра, может быть лишен доступа в читальный зал временно или постоянно. Решение об этом принимается руководством Центра с письменным информированием о каждом таком факте руководства направившей пользователя организации. Граждане, причинившие ущерб документам Государственного архивного фонда России, привлекаются к ответственности в соответствии с существующим законодательством.

3.19. Исследователь несет ответственность за соответствие приведенной им в публикации информации содержанию использованных им документов.

При использовании публикации документов Центра ссылка на место хранения документа и его исковые данные обязательна.

ЦХСД будет признателен авторам, предоставившим один экземпляр своих публикаций, подготовленных с использованием документов Центра.

4. Ограничение доступа к документам

4.1. В вопросах ограничения доступа к документам Центр, учитывая состав хранимых им документов, руководствуется (до принятия соответствующих законодательных актов) Указом Президента Российской Федерации от 14 января 1992 г. "О защите государственных секретов Российской Федерации" и следующими общими положениями:

- доступ к архивным документам и архивам, содержащим государственную, военную, коммерческую тайну,^х разрешается по истечении 30 лет после их создания, а к документам и архивам, содержание которых затрагивает особо важные государственные интересы - по истечении и более длительного времени;

- ограничение доступа к документам, разглашение содержания которых может нанести ущерб законным правам и личным интересам граждан, устанавливается на срок до 75 лет со времени их создания. Гражданину (или по его доверенности, а также после его смерти - его родственникам) предоставляется право ознакомления с его личным (персональным) делом за исключением той части, которая затрагивает законные права и интересы третьих лиц;

- основанием для временного ограничения пользования являются отсутствие страхового фонда (микрофильмов, фотокопий и т.д.) на документы, находящиеся в неудовлетворительном физическом состоянии, отсутствие научно-справочного аппарата, размещение документов в иногородних хранилищах, повседневная транспортная связь с которыми отсутствует, а также в том случае, если документальные комплексы и документы находятся в обработке.

^х С примерным перечнем документальных комплексов данной категории можно ознакомиться у зав. читальным залом.

4.2. Решение об ограничении пользования документами и о снятии таковых принимается руководством Центра, комиссией по рассекречиванию документов или организацией, в ведении которой находится Центр, а также в определенных случаях - комиссией Парламента России. Эти решения могут быть опротестованы исследователем путем обращения к руководству Комитета по делам архивов при Правительстве Российской Федерации, руководству Центра и должны быть рассмотрены ими и комиссией ЦХСД по рассекречиванию документов в срок, не превышающий одного месяца.

4.3. Выступая одним из распорядителей архивной документации как интеллектуальной собственности государства, Центр рассматривает поступления от учреждений или отдельных лиц заявки на публикацию выявленных ими документов и определяет условия, при которых это разрешение может быть получено, выдает лицензии.

CPCD Copyright Disclosure Statement and Form

ОБЯЗАТЕЛЬСТВО

Я. _____

_____ уведомлен о том, что нижеперечисленные копии подлинных документов переданы мне Российским центром хранения и изучения документов новейшей истории исключительно для конкретных научных исследований, без права на их публикацию.

Я обязуюсь:

- не репродуцировать полученные копии документов (путем ксерокопирования, микрофотирования, микрофильмирования или иначе) без соответствующего разрешения Российского центра хранения и изучения документов новейшей истории;
- не передавать полученные копии другому лицу или учреждению без согласия Российского центра хранения и изучения документов новейшей истории;
- не публиковать полученные документы полностью, частично или в извлечениях (в книгах, газетах, журналах или каким-либо иным образом), не использовать их в радио- и телепрограммах без получения от Российского центра хранения и изучения документов новейшей истории надлежащей лицензии.
- давать точные ссылки на место хранения (поисковые данные) используемых документов.

В случае нарушения настоящего обязательства я готов нести ответственность и возместить Российскому центру хранения и изучения документов новейшей истории причиненный ему материальный и моральный ущерб.

Дано в г. Москве " _____ " _____ 19 ____ г.

Подпись

Засвидетельствую

Подпись ответственного лица

ПЕРЕЧЕНЬ ВЫДАННЫХ КОПИЙ

№	Фонд	Список	Дело	Листы

Appendix D

**SAMPLE ACCESS MATERIALS FOR THE RUSSIAN FOREIGN MINISTRY ARCHIVE
AND IMPERIAL RUSSIAN FOREIGN MINISTRY ARCHIVE**

